

Utah State University Academic Resource Center

TUTOR OBSERVATION

Tutor's Name: _____

Date: _____ Time: _____

Evaluator: _____

Location: _____

	Effective	Needs Improvement	Not observed during this session
<i>Communication Skills</i>			
*Greet student appropriately; sits while working with student	_____	_____	_____
* Exhibits patience and respect	_____	_____	_____
* Responds to student's nonverbal communication	_____	_____	_____
* Listens to questions and concerns	_____	_____	_____
* Waits for student to fully explain question before answering	_____	_____	_____
* Engaged with student, establishes rapport	_____	_____	_____
* Shows interest/enthusiasm in subject and the tutoring process	_____	_____	_____
* Encourages questions, promotes a comfortable learning environment	_____	_____	_____
* Behaves professionally; dresses appropriately	_____	_____	_____

Comments:

Tutoring Process and Strategies

* Demonstrates knowledge of subject matter	_____	_____	_____
* Identifies what student already knows/understands	_____	_____	_____
* Uses varied strategies to explain concepts (diagrams, examples, models)	_____	_____	_____
* Explanation of information is clear and helpful	_____	_____	_____
* Ensures student participation in problem-solving; fosters independence	_____	_____	_____
* Encourages/motivates student	_____	_____	_____
* Provides constructive feedback	_____	_____	_____
* Reviews or summarizes content with student	_____	_____	_____
* Suggests or discusses study strategies	_____	_____	_____
* Reviews content that was discussed	_____	_____	_____

Comments:

Student's Response

* Student is able to comfortably ask questions or express confusion	_____	_____	_____
* Student's frustrations are resolved	_____	_____	_____
* Student is active and engaged with tutor	_____	_____	_____

Comments:

Tutor's Responsibilities

* Turns in all required paperwork on time	_____	_____	_____
* Submits time card on time	_____	_____	_____
* Makes sure students sign in at each session	_____	_____	_____
* Starts work on time	_____	_____	_____
* Attends mandatory training sessions	_____	_____	_____
* Responds to requests made by Director or ARC office	_____	_____	_____

Specific strengths of the tutor:

Suggestions for improvement:

Additional Comments:

